

Job Description  
*Missouri State Highway Patrol*

Class Title: Clerk Typist III - TND (Supervisory)

Title Code: V00033

Effective Date: 3/13/2007

Date Reviewed:

Date Revised:

**Immediate Supervisor:** Assistant Division Director

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this class performs skilled typing and clerical work that requires application of independent judgment. The employee is responsible for maintaining all testing files of schools and training conducted at the Academy. The employee performs time entry into the SAM II system for division employees. The employee is also responsible for supervising a small staff of clerical employees within the division and providing technical guidance in the performance of job tasks. Ordinarily the employee plans and organizes the work to be accomplished and ensures it is carried through to completion. However a supervisor reviews significant departures from standard policies or procedures.

DESCRIPTION OF DUTIES

(Any one position may not include all of the duties listed nor do the listed examples include all of the tasks, which may be found in positions of this class.)

Supervises a small staff of clerical employees assigned to the Training division; approves/disapproves leave, conducts employee evaluations; trains new clerical employees, as necessary.

Manages all testing files within the Training Division; develops tests, grades tests, and posts grades; establishes, maintains, and purges files and records as needed; archives material to ensure future availability per state archiving procedures.

Maintains and ensures quality control of all lesson plan files, to include POST, recruit, and specialized schools, in hard copy and electronic file format.

Performs time entry into the SAM II system for division employees; maintains and verifies all time accounting records; generates, reconciles, and disseminates timekeeping records to appropriate personnel.

Assists the division receptionist by answering the telephone, greeting the public, directing individuals to the proper classroom and provides non-technical information when necessary.

Types and proofreads correspondence, forms, reports, and other materials from rough draft; files same documents; searches files, modifies and inputs routine data into the computer via the video terminal; verifies, modifies, and posts daily reports as required.

Assists the POST Program Coordinator with entry of statewide training documents.

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Maintains the Academy Library System to include inventory and computer entries.

Operates standard office equipment in the performance of job duties, e.g., personal computer with databases, keyboard, calculator, etc.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of the Missouri State Highway Patrol's policies, procedures, rules and regulations.

Working knowledge of personal computer operating systems and applications software.

Working knowledge of the SAM II Timekeeping system and the Patrol's Time Reporting and Management Reporting Systems.

Knowledge of basic principles and practices of supervisory and management techniques.

Ability to effectively supervise subordinate employees in a professional manner.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to prepare and maintain accurate records and files.

Ability to operate a personal computer, keyboard, and other office equipment, e.g., calculator, copy machine, telephone, typewriter, etc.

Ability to deal with confidential personnel information in an appropriate manner.

Ability to establish and maintain effective working relationships with others.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to organize and plan work effectively.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate effectively in oral and written form.

Ability to review various data for completeness, clarity, accuracy and legibility.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc).

Ability to type 40 words per minute with ten or fewer errors.

Ability to work hours as assigned.

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MINIMUM EXPERIENCE, EDUCATION AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

Possess at least two years experience as a Clerk Typist II or comparable experience.